



Subdivision Procedure by Simple Plat

([Land Use Application](#) also required)

Public Hearing

Application Requirements

The city requires four (4) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 462.358*

Drawings shall be folded; rolled drawings will not be accepted.

Administrative Subdivision by Simple Plat may be utilized for property with a metes and bounds description, where the result will be four (4) or fewer lots, and not require the dedication of public right of way for purposes of gaining access to the subject property, and the property has not previously been administratively subdivided (Lot Split or Simple Plat). Section 30-391. The final result is a plat reviewed by the City Council.

City Ordinance Sections [30-391](#)

Each of following applicable requirements (unless waived by staff) shall be submitted:

- ☐ 1. [Land Use Application](#) form
- ☐ 2. Application Fee (check or cash)
- ☐ 3. Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Property Tax Division (See Page 4 of the Land Use Application Form)
- ☐ 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a .pdf format at least at 300 dpi.
- ☐ 5. One typewritten narrative with detailed description of what is being proposed and it shall also be provided on a CD/flash drive in an editable word processing format.
- ☐ 6. Primary and Secondary Septic Locations
- ☐ 7. Delineated Wetlands
- ☐ 8. Final Plat (See attached *Section 30-392*)
- ☐ 9. Signed *CAD Drawing Requirements for Final Plat Mylar Submission* form
- ☐ 10. County Review Letter, if adjacent to County Road(s)
- ☐ 11. All other information as determined by City Staff

Applicant Signature: _____ **Date:** _____

Print Name: _____

CAD Drawing Requirements for Final Plat Mylar Submission

Prior to the Final Plats being released for recording, an AutoCAD (.dwg) drawing of the Final Plat mylars is required that provides only the following information:

1. Right-of-way Lines
2. Lot Lines
3. Lot # Identification Text
4. Block # Identification Text
5. Street Names
6. Outlot Text
7. Section Lines
8. Plat Boundary
9. Plat Name

This information shall be supplied as an AutoCAD drawing (.dwg) on a CD or flash drive with the submittal of final mylars. The required information shall have the layer names and colors as indicated in the chart below.

<u>Description</u>	<u>Layer Name</u>	<u>Layer Color</u>	<u>Other</u>
Public Right-of-way Lines	ROW-LN	12	
Lot Lines	LOT-LN	11	
Lot # Identification Text	LOT-ID	RED	
Block # Identification Text	BLK-ID	RED	
Street Names	ROADTXT	RED	
Outlot Text	LOT-ID	RED	
Section Lines	SEC-LN	10	
Plat Boundary	PLATBOUND	GREEN	
Plat Name	PLATNAME	RED	
Private Drives	PRIVATE	210	Polyline in center Width 50.00

The information required in items 1-9 above shall be the only electronic information provided on the CD. Failure to provide only this information will delay release of the mylars for recording.

The drawing file shall be labeled: *Plat name here*_Base Map.dwg

Applicant Signature: _____ Date: _____

Print Name: _____

Additional Information

The following information is for the applicants use. It is not required to be turned in with the plat application but might be needed during the process:

- Meetings & Fees
- Other Possible Permits
- Building and Model Home Permits
- Model Home Permit Agreement
- Final Plat Checklist (Applicant information only – this is a staff checklist for staff use only)

2015 Meetings & Fees

Meetings:

Date

CONCEPT REVIEW MEETING (city staff review)	_____
PARKS & RECREATION MEETING (Meeting open to the public)	_____
WETLAND TECHNICAL EVALUATION PANEL	_____
PLANNING COMMISSION MEETING (Preliminary Plat – Public Hearing)	_____
CITY COUNCIL MEETING (Preliminary Plat – Public Hearing)	_____
CITY COUNCIL MEETING (Final Plat – Meeting open to the public)	_____

*****See page 5 of the [Land Use Application](#) Form for meeting schedules**

Costs/Fees: These are typical fees associated with a development; there may be additional fees depending upon the scope of the development.

Preliminary PLATTING FEE	<u>\$275.00</u>
ESCROW FOR CONSULTANTS	<u>\$1,500.00</u>
LIST OF PROPERTY OWNERS WITHIN 350 FT.	\$ _____ (Fee based on # of names) **See Page 4 of the <u>Land Use Application Form</u>
PARK DEDICATION & TRAIL FEE	<u>\$3,712 per dwelling unit and/or land dedication</u> (residential) <u>\$7,444 per acre</u> (commercial) <u>\$2,485 per acre</u> (industrial)
SURFACE WATER MANAGEMENT IMPACT FEE	<u>\$110 per residential lot</u> (rural); <u>\$220 per residential lot</u> (urban) <u>\$1,287 per acre</u> (Multi-family, commercial & industrial)
SEALCOAT FEE	\$ _____ (estimated by City Engineer)
STREET LIGHT/SIGN FEE	\$ _____ (included in cost of improvements)
SIDEWALK/TRAILS (IF REQUIRED)	\$ _____ (sidewalk costs are included in cost of improvements; trails are addressed through park dedication)
ENGINEERING FEES	\$ _____ (based on Engineer's time on project)
STAFF FEES ESCROW	\$ _____ (based on staff's time on project)
ATTORNEY FEES	\$ _____ (based on time spent on project)
SEWER AVAILABILITY CHARGE (SAC)	<u>\$4,635</u> per unit
SEWER & WATER HOOKUP PERMIT	<u>\$150</u> commercial + \$2,000 bond in favor of the City of Elk River <u>\$65</u> residential + \$2,000 bond in favor of the City of Elk River

Elk River Municipal Utilities Fees

WATER CONNECTION CHARGE	<u>\$3,000</u> per Plumbing Unit (Builder)
WATER AVAILABILITY CHARGE	<u>\$325</u> per Plumbing Unit (Developer)

Please contact Elk River Municipal Utilities directly for electrical connection fees or other costs that may be involved in connecting to services (763.441.2020)

- 100% LETTER OF CREDIT FOR THE PUBLIC IMPROVEMENTS

- A warranty bond in the amount of 25% of the cost of the public improvements is required to be provided to the city for a one (1) year period after city acceptance of the public improvements.

Other Possible Permits That May Be Required

Depending on the scope of the project, the following additional permits may be required from the following agencies:

- A National Pollutant Discharge Elimination System Permit (NPDES) is required if you are the owner or operator for any construction activity disturbing:
 - One acre or more of soil.
 - Less than one acre of soil if that activity is part of a "larger common plan of development or sale" that is greater than one acre.
 - Less than one acre of soil, but the MPCA determines that the activity poses a risk to water resources.
- The City of Elk River's Storm Water Pollution Prevention Plan (SWPPP) is required if you are the owner or operator for any construction activity disturbing:
 - One acre or more of soil.
 - Less than one acre of soil if that activity is part of a "larger common plan of development or sale" that is greater than one acre.
 - Less than one acre of soil, but the MPCA determines that the activity poses a risk to water resources.
- Department of Natural Resources (DNR)
- Army Corps of Engineers
- Local-State-Federal application for Water/Wetland Projects Permit
 - If project impacts any wetlands
- Minnesota Department of Transportation (MnDOT)
- Work Within Right-Of-Way Permit (City and County)
- Minnesota Department of Health
- Minnesota Pollution Control Agency (MPCA)
- Sherburne County Highway Department
- Great River Energy
- Northern Natural Gas
- Other Agencies

Building and Model Home Permits

Building Permits

The City of Elk River has adopted the following policy regarding the issuance of building permits in new plats. Building permits will ***not be accepted for review and issuance*** until the following items have been submitted, approved and/or completed to the City's satisfaction:

- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Utilities installed and tested.
- Streets installed with first lift of blacktop, curb & gutter. (See model permit requirements for exceptions).
- Development plan approved.
- Erosion control measures established.
- Street name and traffic control signs installed.

Model Home Permits

Applications for model permits will be accepted at a rate of three (3) permits for every 50 homes within a plat. The City Engineer and the Fire Chief will approve model sites. In order to receive a model permit, the builder/developer must complete the attached agreement (see page 2) at the time of application. Model permit applications will be accepted after the following items have been submitted, approved and/or completed to the City's satisfaction:

- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Streets graveled or access provided by an existing road.
- Development plan approved.
- If the model will be open to the public prior to completion of the streets, traffic control signs must be installed.

Model Home Permit Agreement

I, _____ of _____, hereby agree to assume the
(Name of Builder/Developer) (Name of Company)

risks of model home permit issuance in the plat of _____. The
(Name of Subdivision)
model is proposed for Lot ____, Block ____, _____.
(Name of Subdivision)

By signing this agreement, I acknowledge the following:

- The location of the model can be accessed by emergency vehicles,
- The location of the model shall not interfere with the completion of plat improvements,
- The grading has been completed.
- A development plan has been approved by the City,
- Erosion control measures on the lot shall be in place prior to and maintained during construction.
- The model shall meet all applicable building codes prior to use of the building as a model,
- The building shall not be used as a model until the City has accepted all plat improvements and a Certificate of Occupancy has been issued.

Builder/Developer's Signature: _____

Date: _____

Approved by: _____
(City Engineer)

(Planning Staff)

(Fire Chief)

Date: _____

This is a staff checklist. There is no need to fill this form out;
it is for the applicant's informational use only.
The Mylar signature process can take up to 14 business days to complete.

FINAL PLAT CHECKLIST



Plat Name: _____

Applicant: _____

Case File: _____

Final Plat will not be released for recording until the following applicable items have been completed/paid:

	<u>Amount</u>
_____ Surface Water Management Impact Fee	_____
_____ Trunk Sanitary Sewer and Water Assessment	_____
_____ Park Dedication	_____
_____ Water Availability Charge <u>(Check to Elk River Municipal Utilities)</u>	_____
_____ Sealcoat Fee	_____
_____ Sidewalks/Trails	_____
_____ Engineering/Legal (outstanding balance)	_____
_____ Escrow for inspection of Public Improvements	_____
_____ Letter of Credit	_____
_____ Mylars - (3) full size sets <u>and</u> (3) 11x17 sets	
_____ City copy 11x17 placed in plat book	
_____ Title Commitment	
_____ Development Agreement	
_____ PUD Agreement	
_____ Electronic Data (See Page 2 of the Final Plat application)	
_____ Acreage Sheet for lots & right-of-way submitted	
_____ Engineering Dept. review of final mylars	
_____ Finance Dept. review of fees/assessments/etc.	
_____ Final signage/street names approved	
_____ Mylars returned to City from County with Document #	

NOTES: _____